

**ORANGE COUNTY  
BOARD OF EDUCATION**

**AGENDA ITEM ABSTRACT**

**Meeting Date:** November 7, 2011

**AGENDA ITEM No.** 11-11-12

**ACTION ITEM: (Y/N)** Y

**SUBJECT:** Chapel Hill Training and Outreach Project, Inc. Partnership Agreement

**INFO. CONTACT:** Dr. Denise Morton and Marcie Holland **PHONE:** (919) 732-8126

**ATTACHMENTS:** Revised Partnership Agreement between Orange Board of Education and Chapel Hill Training and Outreach, Inc.

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**PURPOSE:** To have the Board of Education review and approve the proposed revisions to the Partnership Agreement between Orange County Board of Education and the Chapel Hill Training and Outreach Project, Inc. (CHTOP, Inc.)

**BACKGROUND:** The Orange County Board of Education has had a partnership agreement with CHTOP, Inc. since 2003. The agreement allows the CHTOP, Inc. to house three PreK programs in the Orange County Schools at Central, Efland-Cheeks, and Pathways. The programs currently serve 54 students.

The proposed revisions revolve around the employment of CHTOP, Inc. staff shifting from the Orange County Board of Education to CHTOP, Inc. effective 2012-2013. The new agreement has been reviewed by the counsel of both parties.

Highlights of proposed revisions:

- All CHTOP, Inc. teachers and teacher assistants will be solely employed by CHTOP, Inc. beginning with the 2012-2013 school year. (p. 3)
- CHTOP, Inc. will assume all payroll responsibilities beginning July 1, 2012. (p. 3)
- CHTOP, Inc. shall be solely responsible for observations and evaluations of employees of CHTOP, Inc. (p. 3)
- All CHTOP, Inc. teachers or teacher assistants must meet requirements of any state or federal licensing agency. (p. 6)
- Clarifications revised in the Health, Medical, Dental and Mental Health services section. (p. 10)

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends that the Board of Education approve the recommended revisions to the partnership agreement.

**Partnership Agreement**  
**Between**  
**Orange County Board of Education and**

Chapel Hill Training and Outreach Project Inc.

**November 7, 2011**

**1. Purpose**

The purpose of this Partnership agreement is to provide a framework for collaboration between the Orange County Schools (OCS) and the Orange County Head Start (CHTOP) program in preparing young children for successful outcomes in kindergarten and elementary school.

In general, the strategies employed to achieve this goal will be to:

- Consider each child as an individual with individual strengths and needs, and
- Determine each child's medical, mental health, dental, nutritional, and developmental needs and to address them appropriately.
- Recognize the child's parents as his or her primary educator and caregiver, develop support, and encourage parent effectiveness in fulfilling this role.
- Provide a developmentally appropriate educational experience that will build the knowledge, skills, and self-confidence of each child so that they may be successful in their subsequent educational experiences.
- Provide the full range of child development, parent and community involvement services specified in the Head Start Performance Standards and More at Four requirements.

**2. Facilities and Supervision**

Orange County Schools Principals will make the decision along with County Office Administration if classroom space is open for use and the location of this space, the OCS may make classroom accommodations to Head Start staff and four-year-old children. Because these facilities will be on campuses where a building principal provides general supervision, operations within these Head Start classrooms will also be under the general supervision of the building principal. In order to assure compliance with Head Start Performance Standards and other regulations, Head Start administrative staff (HS preschool education coordinator) will work

closely with the building principals and OCS administrative staff to insure communication between both organizations.

While Head Start teaching staff (teachers, assistant teachers and aides) will be working in the Orange County School facilities, it must be clearly established that Head Start funded classrooms must comply with Head Start regulations. To achieve this compliance there must be a partnership of shared supervision between the Head Start preschool education coordinator and the OCS building principal/Chief Academic Officer/Elementary Instruction Director. Further, each classroom will have a parent center committee which will assure the involvement of Head Start parents in classroom management. And, each center committee will elect representatives to the Head Start Policy Council which is mandated by Head Start Performance Standards to oversee the administration of the Head Start program. (See Appendix A for a description of the roles of Head Start Policy Council, staff and the CHTOP, Inc. governing board).

Head Start teachers will be considered members of the Head Start education team and will attend Head Start training and other functions. They may also participate in OCS school functions training when designated by the building principal and training *when appropriate for Head Start*.

~~Beginning August 2010, all Lead Teachers working in the Head Start classrooms of OCS campuses will remain as employees of Orange County Schools and will follow the policies of Orange County Schools District and meet the requirements of the Orange County Head Start program. Beginning August 2010, vacancies in the positions of Assistant Teacher and Aide at any of the Head Start classroom sites will be hired as and remain as CHTOP, Inc. employees. Returning Assistant Teachers and Aides hired as School District employees prior to August 2010, will be grandfathered in and remain as employees of OCS until they leave the position. Except for Assistant teachers and Aides employed by CHTOP after August 2010, in order to be employed CHTOP, Principal and Policy Council must collaborate and make recommendation to the superintendent. Except for Assistant teachers and Aides employed by CHTOP after August 2010, the final decision to hire will be made by the Board of Education based on the recommendation of the Superintendent to comply with NCGS 115-276(4). CHTOP shall hire all Teacher Assistants and Aides after August 2010 but agrees to consult with OCS before employment and OCS reserves the right to conduct background checks and take any other action~~

~~to assure that all employees, both those employed by OCS and those employed by CHTOP, comply with all applicable OCS policies governing employees having contact with students. CHTOP agrees to take action immediately to remove any person employed by it from the classroom setting if they fail to comply with all applicable OCS policies governing employees having contact with students.~~

**During the 2011-12 school year, all current Orange County School employees working in Head Start classrooms will remain as employees of Orange Counties Schools and will follow the policies of OCS District and meet the requirements of the Orange County Head Start program.**

**All employees hired after August 1, 2011 shall be and remain employees of CHTOP, Inc. and all such employees shall be and remain the responsibility of CHTOP, Inc. for payment of all wages, salary and benefits. CHTOP, Inc. shall make all reasonable efforts to clarify with employees that they are solely employed by CHTOP, Inc. and are not employees or agents of, independent contractors for or otherwise associated with OCS. CHTOP will assume all responsibility for payroll for its employees beginning July 1, 2012 and Orange County Schools shall remain responsible for payroll for its employees only as of July 1, 2012.**

**Consistent with the notification requirements of the North Carolina General Status, prior to the end of the 2011-12 school year, those OCS employees working in Head Start classrooms who are offered employment contracts for the 2012-2013 school year will be offered the option of separating from OCS employment and becoming CHTOP, Inc. employees or accepting a different assignment of position from OCS. CHTOP will cooperate with OCS to notify current OCS staff of their options no later than May 1, 2012. CHTOP, Inc. will collaborate with the building principal and Policy Council when hiring new Head Start classroom employees. However, CHTOP, Inc. shall make all final employment decisions. Notwithstanding that all employees hired after August 1, 2011 shall be employees of CHTOP, Inc., CHTOP, Inc. agrees those employees shall comply with all applicable policies of OCS for those who have contact with students and comply with all applicable all building level rules at their worksite.**

**CHTOP, Inc. agrees to take action immediately to remove any person employed by it from the classroom setting if they fail to comply with all applicable OCS policies governing employees having contact with students or if they fail to comply with all building-level rules at their worksite. CHTOP, Inc. shall be solely responsible for the observation and evaluation of employees of CHTOP, Inc. and OCS shall be solely responsible for the observation and evaluation of employees of OCS. Each agency, in its discretion, shall seek input in its observation of its employees from supervisory personnel of the other agency.**

Head Start teachers will monitor child progress using an assessment instrument chosen by Head Start administrators three times per year; at the beginning, middle and at year's end in

accordance with Head Start Performance Standards ([www.headstart.gov](http://www.headstart.gov)). The results of assessment will be shared with the building principal, Director of Elementary Instruction and the Director of Testing and Accountability.

Currently, three Head Start classrooms are operating in three OCS elementary schools. They are:

- Central Elementary
- Pathways Elementary
- Efland-Cheeks Elementary

### **3. Enrollment**

OCS and CHTOP will collaborate and conduct a mass registration of all children in the Orange County District and share children who may be eligible for Head Start, More @ Four, Tuition, Title I, and any other funding source that is appropriate. A child will be eligible if the child will be four years of age prior to Aug. 31 of the upcoming school year. All other Head Start and More @ Four enrollment requirements apply. Based on the Performance Standards, the Head Start Policy Council approves selection criteria annually and has final authority regarding child eligibility and acceptance into the program. Head Start requires that the households of Head Start children be at 100% of the poverty guidelines set annually by the US Department of Health and Human Services. HHS allows only 10% of Head Start enrollment to be over the poverty threshold.

Each classroom will have no more than 18 children with a lead teacher and an assistant. The program serves Hispanic children and children with special needs; a part-time bi-lingual aide has been assigned to each classroom to support the successful inclusion of all children.

Removal of a child from a Head Start classroom for any reason may only occur with the express written permission of the Head Start director. Since children who are at risk for future school failure are given enrollment priority, it is expected that some will demonstrate behavioral and other problems that may sometimes warrant temporary removal from an activity or classroom. However, Head Start regulations require that these problems be appropriately dealt with within the classroom as long as the child is not a significant danger to himself or others. When a child is identified as having severe behavioral or other unmet needs, OCS and Head Start staff will

work together with the child's family to develop an intervention plan that serves the child's best interests. (See Policy for Addressing Challenging Child Behavior in the Appendix).

#### **4. Schedule of Operation**

Head Start classrooms should be open on a full-day. Generally, the child's school day will be from 8:00 AM to 2:00 PM. The school system calendar will be observed with certain exceptions as modified with the agreement of both parties.

A calendar for each Head Start classroom will be negotiated each year that takes into account the needs of the Head Start program, its parents, and the school. Due to the need for ongoing training, team-building, parent-teacher conferences, home-visits, and other activities; all CHTOP/Head Start teaching staff must be available to participate in scheduled Head Start activities during OCS teacher workdays. When CHTOP/Head Start classrooms are operated outside the normal school schedule, Head Start staff will be responsible assuring the provision of needed services normally provided by the schools such as supervision, food service and transportation.

Head Start classrooms will begin operations for children after the first official day of school to allow time for staff training, orientation, and home visits. Children will enter classrooms on a staggered schedule. Classrooms must operate for 180 instructional days to include time for teacher-parent home visits.

#### **5. Licensing, Accreditation, Curriculum, and Teacher Qualifications**

All CHTOP/Head Start classrooms must be licensed by the State of North Carolina, Division of Child Development (DCD). Five-star rating by the state DCD and national accreditation by the National Association for the Education of Young Children (NAEYC) will be used as standards of quality assurance. Plans for the achievement and/or maintenance of these standards will be developed for each classroom. Child/staff ratios will meet or exceed Head Start and More at Four regulations of 1:9 in groups of 17. It is the responsibility of CHTOP/Head Start and OCS to see that this ratio is maintained at all times.

*The Creative Curriculum for Preschool* will be used with the approval of Head Start administrative staff and More at Four administrative staff. The purpose of this curriculum will be to increase the knowledge, skills, and self-confidence of children to facilitate their success in kindergarten and elementary school.

Teaching staff will be trained by Head Start staff in implementing the system of on-going assessment of children's progress, Creative Curriculum and the Head Start Outcomes Framework.

In classrooms for four-year-olds, a licensed, B-K certified teacher (or teachers in process of achieving B-K certification) will serve as lead teacher. **All lead teachers must meet the requirement for ~~NCLB~~ any state or federal licensing agency.** Minimum requirements for assistant teachers include a preschool CDA within a year of beginning work in a Head Start classroom and meet The North Carolina Division of Child Development requirement of Credentials I and II along with 6 hrs. of college credit in Early Childhood or an AA Degree in Early Childhood. Current documentation of teacher and assistant teacher educational credentials will be made available to the appropriate administrative personnel for CHTOP and OCS, along with current information regarding salaries.

For child-care licensing, a lead teacher and center director (building principal) must have the necessary administrative experience and credentials to qualify for five-star rating. The Orange County Schools will designate the Chief Academic Officer/Elementary Instruction Director as the contact person to assist the Head Start program in the area of licensing and support. When successfully achieved, the license will be issued to OCS which makes OCS legally responsible for the operation of the classrooms. CHTOP will provide OCS proof of insurance annually on or before July 1 for the upcoming school year that verifies that OCS is covered under the liability insurance policy for the CHTOP/Head Start classrooms.

Head Start Performance Standards require that classroom staff reflect the diversity, both racial and cultural profile, of the population served. Classroom staff must be able to communicate with children who do not speak English, and classroom staff must sign a Standard of Conduct and confidentiality agreement in accordance with Head Start regulations.

## **6. Program Monitoring, Communication and Recordkeeping**

Head Start staff will provide direct support and assistance to school principals in maintaining Head Start educational, health, parent involvement, and other standards.

Head Start administrative staff will visit the classrooms at least monthly to assure that Head Start requirements are being met. The CHTOP/HS preschool coordinator will meet regularly (at least quarterly) with the building principals and the OCS director of elementary instruction.

Documentation of this meeting must be kept on file at the OCS/CHTOP offices.

Each child's education record will be maintained by the lead teacher of the child's classroom. Once parents have signed an information release form (see Parent Involvement that follows), these records will be made available to appropriate Head Start staff and OCS staff including the HS preschool coordinator/OCS Elementary Instruction Director. Teachers are responsible for assuring that the files are up-to-date and include all the information required by Head Start regulations. The Head Start program will provide forms on which to maintain these records and training for their use. A partial listing of the records that must be maintained includes:

- All screening and assessment results for each child, including anecdotal notes, and portfolios of children's work
- Educational plans for each child, including individual goals, and a record of parent involvement
- Pre, mid, and post outcome assessment results
- Record of parent-teacher communication
- Any health or medical information (food allergies, etc) relevant to the child's enrollment in school
- Documentation of two home visits per year
- Documentation of two parent/teacher conferences per year
- Monthly attendance records
- In-kind documentation for parent or other CHTOP Head Start classroom volunteers
- Weekly lesson plans



Maintenance of professional standards of confidentiality for written records and any other information regarding the child or the child's family is a Head Start requirement. OCS teaching staff and HS staff must sign a confidentiality agreement demonstrating their understanding of Head Start and Orange County School system policy regarding confidentiality.

## **7. Parent Involvement**

The Orange County Schools join the Head Start program in a strong commitment to the involvement of Head Start parents in school affairs. Parent involvement in Head Start classrooms will be achieved through home visits, teacher conferences, classroom parent committees, and by volunteering in the classroom. Head Start teachers will communicate regularly with the parents of the children in their classrooms with bulletin boards, flyers and other written notices. CHTOP/Head Start parents are strongly encouraged to participate in all parent and family activities offered to the general school population. The goal is for CHTOP/Head Start parents to know that it is not only their Head Start program; it is also their public school system.

In addition to the home visits, CHTOP/Head Start teachers will maintain regular contact with parents to assure their continuous awareness of their child's progress, and to learn how to reinforce classroom activities at home. This parent-teacher contact should occur at least weekly, but, at a minimum, it must occur monthly. Each year, two formal parent/teacher conferences will be held with each child's parents to discuss child progress and to enlist the support of parent reinforcement at home. Parents will also be encouraged to participate in any meeting regarding their child.

Parents will have the opportunity to join a parent classroom or center committee that will meet at least monthly to provide feedback to the teaching staff, learn more about the curriculum, and offer to help the classroom staff as volunteers. The parent committees are composed exclusively of parents, although Head Start and OCS staff will be encouraged to attend the meetings. There will be a parent committee for each classroom except when there are two or more Head Start classrooms at the same school. In this case, one committee can serve all the classrooms at the site. Two parents from each parent committee will be elected by the committee to serve on the Head Start Policy Council. Also, a representative of the OCS administrative staff or the OCS Board of Education will be invited to serve on the policy council as a voting member. The Head

Start Policy Council is composed of a minimum of 51% parents and the balance is composed of community representatives.

The Head Start Policy Council shares responsibility for the administration of the Head Start program with the governing board of the Chapel Hill Training-Outreach Project, Inc. This shared decision-making authority is required by Head Start Performance Standards and is implemented by a policy that has been approved by both board and council.

Parents must give their written permission for information about their child and family to be shared among OCS and HS staff. An information release form must be on file at the CHTOP/Head Start office and OCS principal's office.

### **8. Food Service**

For those Head Start children enrolled in classrooms on OCS campuses, breakfast, lunch and snacks will be provided by the school cafeteria in compliance with USDA. Food will be provided to the classrooms so that it may be served "family style" by teaching staff. At some point near the end of the school year, and as part of their transition activities, the Head Start children may receive breakfast and lunch in the main cafeteria. Head Start staff will assure that the children are receiving a level of nutrition that is required by Head Start regulations. The Head Start staff will also provide necessary documentation to assist school personnel in filing for USDA reimbursement, and will also assist the school personnel in fulfilling all other Head Start regulations including an approval process for daily menus.

Head Start funds will be available to offset any additional costs incurred by the school food service in meeting any special Head Start nutrition requirements that are in addition to what the food service normally provides. Billing should be done one time a month when necessary.

### **9. Transportation**

In general, the Head Start program works to help parents develop self-sufficiency and this includes the area of transportation. Head Start staff and parents develop Family Services Plans which identify family strengths and needs, family goals and objectives and solutions to family challenges. Parents transport their children to and from school. This provides an opportunity to

visit with classroom staff. In those situations where parents are unable to do this, Head Start will assume responsibility for supporting solutions for child transportation.

### **10. Health, Medical, Dental, and Mental Health Services**

Head Start staff will assure that the health, medical, dental, and mental health services required by Head Start Performance Standards are provided to Head Start children and families. School responsibilities include:

- Collaboration with Head Start coordinators in establishing procedures and timelines for referrals and evaluations of enrolled children, and
- Collaboration in establishing procedures for addressing behavioral issues of enrolled Head Start children.
- Collaboration in hearing and vision screening
- Collaboration in reviewing and updating immunization records
- If a child is injured at the school site and will need to see a physician, the nurse will report this information to the Elementary Instruction Director, CHTOP, Division of Child Development and More @ Four. An **OCS** accident report must **also** be completed ~~prior to the end of the day must be completed~~ and given to the building principal **as soon as possible**.

The OCS nurse administers medication and treats any injuries in accordance with state (DCD) mandates. The School nurse assigned to each elementary school where a Head Start classroom is present will work with OCHS staff to assure that immunizations are current and documented. The school nurse also documents medication given to individual children and documents any other medical treatment provided during school hours. ~~Due to the cost of salaries and the work loads of the nursing staff in OCS, it has been determined that in order for OCS to continue to meet the needs of the children in Head Start,~~ CHTOP will pay for the cost of services **provided by OCS nursing staff to any CHTOP, Inc. student**. In order to determine the cost of these services CHTOP will coordinate with OCS to take the total salary and all benefits of the nurse at Central Elementary, Efland Cheeks Elementary, and Pathways Elementary school and divide it by the number of students at each school. The cost per child for health care at the school will be multiplied by the number of Head Start students served. Head Start will pay for the total cost that it takes to provide health care to 54 students. Parents/legal guardians should sign a release of information statement/form outlining (1) the contract agreement between the two services; (2) consent for the release of information between services; and (3) the extent of school nurse involvement.

**A chart is attached that outlines specific responsibilities and duties.**

## **11. Family Support Services**

Head Start staff will assure the delivery of family support services required by the Head Start Performance Standards. School responsibilities include:

- Collaboration in sharing information and documentation regarding Head Start families,
- Collaboration in assuring the delivery of all family support services required by Head Start regulations, and
- Collaboration in establishing procedures to assure the confidentiality of child and family records and other sensitive information.
- NCGS 7B-301 requires that any person who has cause to believe abuse or neglect has occurred must report it to the DSS Director. In order to comply with the Performance Standards for Head Start, the school district also must report this abuse to CHTOP. Confidentiality must be followed by all parties to the contract.

## **12. Disability Services**

In collaboration with Orange County Schools, the Orange County Health Department, the Durham Child Development Service Agency (CDSA), and other resource providers in the community; Head Start staff will assure delivery of required services for children with disabilities and their families.

In this regard, Orange County Schools and the Orange County Head Start program will collaborate in the following manner:

- 1) CHTOP will participate in the OCS Child Find program to identify children with disabilities ages three to five.
- 2) CHTOP staff will assure that all Head Start children are screened for developmental disabilities, vision, hearing, and behavioral problems. If a disability is suspected, Head Start staff will refer children ages three and four to the OCS preschool disabilities coordinator for diagnostic evaluation. Other medical and health problems discovered during the screening process will be addressed by appropriate interventionists arranged for by the Head Start staff.
- 3) CHTOP children suspected of having a disability from screening or parent or teacher concerns, will be referred (with written parental consent) to the school system for a

diagnostic evaluation in accordance with the Individuals with Disabilities Education Act (IDEA) and state law. An evaluation will be conducted in the child's primary language.

- 4) The child's parents and Head Start staff will be notified immediately of the diagnostic results and if a disability is confirmed, the Head Start disabilities coordinator will work with the OCS preschool disabilities coordinator in arranging the IEP meeting at a time convenient for parents. The IEP will be developed within 90 days of receipt of signed parental consent for evaluation.
- 5) The IEP meeting will include the child's parents, Head Start teacher, special educators, therapists, and representatives of OCS and Head Start.
- 6) Placement decisions and other elements of the child's IEP will be developed at this meeting as specified by IDEA.
- 7) The OCS preschool disabilities coordinator and the Head Start special needs manager will work together to assure that IEP services are being delivered, that the child's teacher is supported, and that the child is making progress. OCS will offer on-site assistance to individual teachers and staff regarding children receiving pre-k exceptional education services. Progress reports will be provided to the child's parents and Head Start teacher as indicated in the child's IEP (generally at least quarterly). IEP meetings may be called as deemed by staff or parents.
- 8) The IEP committee will be reconvened prior to the end of the school year to assess progress and plan the transition to the child's next placement.
- 9) For children entering Head Start with identified or suspected special needs, transition when possible. planning will begin at the time of selection, prior to placement and enrollment
- 10) Jointly, OCS and Head Start will plan training and technical assistance activities related to preschool children with disabilities based on the assessed needs of staff and teachers.

### **13. Transition**

Transition planning for enrolled children will begin in January with teachers, directors, specialist, therapist and parents, prior to their transferring from preschool Head Start to kindergarten. Transition activities that help children make a smooth transition from one setting to

the next will be planned and implemented by Head Start staff working collaboratively with OCS staff.

Procedures for the transfer of records from Head Start to OCS will be established and will require parental permission before such transfers may be made.

#### **14. Dispute Resolution**

In cases of disagreement between the parties, a system of dispute resolution will be developed that involves the Orange County Board of Education, The Head Start Policy Council and the Board of Directors of the Chapel Hill Training-Outreach Project, Inc. When disputes arise, efforts will concentrate on resolving the dispute at the classroom or school level. If the problem persists, a meeting will be arranged which includes all the parties involved in the dispute or their representatives. The meeting will be chaired by the senior school system official in coordination with the Head Start director or Executive Director. If the dispute is not resolved at this meeting, a plan for resolving the dispute will be developed that involves an outside mediator such as the Orange County Dispute Settlement Center. (See the dispute resolution section of the Shared Decision Making Policy and Health service in the Appendix).

#### **15. Payment (Beginning Aug. 2010)**

The Head Start grantee, the Chapel Hill Training-Outreach Project, Inc. will pay for identified costs associated with running the three Head Start classrooms subject to continuation and limits of Federal and State funding.

- These costs include the salaries and all benefits of the Lead Teachers. Payment will be made on a monthly basis after the submission of a properly executed bill that provides adequate detail including copies of employee timesheets.
- These costs include the salaries and all benefits of Assistant Teachers and Aides who were employed prior to August 2010.
- OCS and CHTOP will pay 50% of the cost of mulch and other expenses to be placed on the playground
- The CHTOP finance director will take responsibility for assuring that the OC schools finance department is aware of what a properly executed invoice entails. CHTOP will pay the properly executed invoice within 30 days of its receipt



**CHTOP, ORANGE COUNTY HEAD START HEALTH, DENTAL, NUTRITION  
RESPONSIBILITIES**

<b>Head Start Pre-K Health Mandates/Tasks</b>	<b>CHTOP Staff Responsible</b>	<b>OCS Nursing Staff Responsible</b> (Note: school nurse may not be available on a daily basis depending on district duties)
Receive applications & screen for health concerns	<u>Health/Nutrition Coordinator</u> <ul style="list-style-type: none"> <li>• Submit emergency card health info to nurse (consent for release of information must be signed by parent/ guardian)</li> </ul>	<u>School Nurse</u> <ul style="list-style-type: none"> <li>• Review emergency card health info, prepare health folders, and note significant health conditions (consent for release of information must be signed by parent/guardian)</li> </ul>
Request physicals & immunizations prior to enrollment	Health/Nutrition Coordinator	
Track physicals & immunizations	<u>Health/Nutrition Coordinator</u> <ul style="list-style-type: none"> <li>• Sends school nurses a copy of immunizations &amp; physicals upon receipt.</li> </ul>	<u>School Nurse</u> <ul style="list-style-type: none"> <li>• Review and provide appropriate follow-up for lack of records.</li> <li>• Notify principal of students requiring suspension due to lack of complete records</li> <li>• File in health record</li> <li>• Note religious or medical exemptions</li> <li>• Notify parent/guardian and health coordinator of communicable disease incidents that may affect unimmunized students.</li> </ul>
Complete and send annual immunization report to the State	Health/Nutrition Coordinator	
Document or assist each family to find a medical home	Health/Nutrition Coordinator	
Purchase classroom medical and nutrition supplies/assemble first aid kits	<u>Health/Nutrition Coordinator</u> <ul style="list-style-type: none"> <li>• Provides classroom medical and nutrition supplies/ assembles first aid kits</li> <li>• Covers the cost of Personal Protective Equipment (PPE)</li> </ul>	<u>School Nurse</u> <ul style="list-style-type: none"> <li>• Supplies PPE</li> <li>• Submits PPE invoice to Health/Nutrition Coordinator</li> </ul>
Complete vision & hearing screening for each child within 45 days of enrollment	<u>Health/Nutrition Coordinator</u> <ul style="list-style-type: none"> <li>• Provides hearing screening and appropriate follow-up within 45 days of enrollment</li> </ul>	<u>School Nurse</u> <ul style="list-style-type: none"> <li>• Conduct vision screens within 45 days of enrollment</li> <li>• Refer as appropriate, including</li> </ul>



	<ul style="list-style-type: none"> <li>• File results as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• parent/ guardian contact</li> <li>• Follow-up on whether family secured care and result of care</li> <li>• Submit results to Health/Nutrition Coordinator</li> </ul>
Complete a nutrition screen for each child at first home visit.	<p>Health/Nutrition Coordinator Family Worker Teacher</p> <ul style="list-style-type: none"> <li>• File results, refer and follow-up as appropriate</li> </ul>	
Complete a health history for each child/family	<p>Teacher <u>Family Worker</u></p> <ul style="list-style-type: none"> <li>• Submit to nurse</li> </ul>	<p><u>School Nurse</u></p> <ul style="list-style-type: none"> <li>• Review the history, file information, and follow-up as needed</li> </ul>
Meet with parents of children who require medical special care plan	<p>Health/Nutrition Coordinator Family Worker Teacher</p>	<p><u>School Nurse</u></p> <ul style="list-style-type: none"> <li>• Meet with parent/guardian to identify health care needs and interventions.</li> </ul>
Arrange dental screens, check-ups and ensure dental follow-up on children	<p>Health/Nutrition Coordinator</p>	
School nurses, in collaboration with OCHS staff, will develop written plans for health management and emergencies in the classroom including medication administration.	<p><u>Health/Nutrition Coordinator</u></p> <ul style="list-style-type: none"> <li>• Ensures parent/guardian receives and submits appropriate forms</li> </ul> <p><u>Classroom Teacher</u></p> <ul style="list-style-type: none"> <li>• Follows health care plans</li> <li>• Provides care per training</li> <li>• Documents care</li> </ul>	<p><u>School Nurse</u></p> <ul style="list-style-type: none"> <li>• Develop Emergency Action Plans and Individual Health Care Plans as indicated</li> <li>• Review plans with parents/guardians and classroom teachers/ OCHS staff as appropriate.</li> <li>• Review medication authorization forms</li> <li>• Set-up medications for proper storage, handling, and documentation</li> <li>• Supervise (1) medication administration, and (2) other delegated nursing duties performed by non-licensed staff</li> <li>• Audit medication records</li> </ul>
Follow CHTOP accident/emergency procedures and complete injury/accident reports and submit per DCD, CHTOP and OCS procedures	<p><u>Classroom Teachers</u></p> <ul style="list-style-type: none"> <li>• Completes and submits OCS' student accident reports to the school nurse as well as CHTOP admin and DCD when appropriate.</li> </ul>	<p><u>School Nurse</u></p> <ul style="list-style-type: none"> <li>• Reviews, completes and submits OCS' student accident reports to OCS Environmental Health &amp; Safety Director</li> </ul>
Be available to assist classroom staff with health-	<p>Health/Nutrition Coordinator <u>Classroom Teacher</u></p>	<p><u>School Nurse</u></p> <ul style="list-style-type: none"> <li>• School nurse (when available)</li> </ul>

<p>related issues and/or emergencies</p>	<ul style="list-style-type: none"> <li>• CHTOP informs OCS nurses of severe injuries as well as other health concerns</li> </ul>	<p>sees the child to assess, treat, refer, follow-up, document, &amp; provide other nursing services as appropriate.</p> <ul style="list-style-type: none"> <li>• School nurse trains Head Start staff in CPR/AED and First Aid so CHTOP staff can deal with sudden illness &amp; injuries when RN is unavailable.</li> <li>• School nurse trains Head Start staff as diabetic care providers per NC Statutes so CHTOP can provide appropriate emergency care of diabetic children.</li> <li>• School nurse supervises Head Start staff with delegated duties per NC law.</li> </ul>
<p>Provide health education to classroom and parent meetings as requested</p>	<p>Health/Nutrition Coordinator Smart Start Nurse Consultant</p>	
<p>Arrange &amp; track staff training mandates such as CPR &amp; First Aid</p>	<p><u>Health/Nutrition Coordinator</u></p> <ul style="list-style-type: none"> <li>• CHTOP must mandate required staff training. <u>Note:</u> OSHA mandates all staff located in OCS buildings receive infection control training and services, including Hepatitis B vaccination for at risk staff.</li> <li>• Covers the cost of trainings and services (i.e. infection control, vaccinations, CPR &amp; First Aid, etc.)</li> </ul>	<p><u>School Nurse</u></p> <ul style="list-style-type: none"> <li>• Tracks and arranges/provides staff training mandates such as: CPR/First Aid infection control medication administration diabetic care management any other medical treatment/procedure</li> <li>• Submits training and service-related invoice(s) to Health/Nutrition Coordinator</li> </ul>
<p>Provide a Health Services Advisory Committee Meeting at least two times per year</p>	<p>Health/Nutrition Coordinator</p> <ul style="list-style-type: none"> <li>• CHTOP invites OCS nurses to attend</li> </ul>	<p><u>School Nurse</u></p> <ul style="list-style-type: none"> <li>• Attends meetings</li> </ul>